

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 December 1956

FROM : Chief, Clerical Training

25 YEAR RE-REVIEW

SUBJECT: Week of 18 - 24 December 1956

1. Numbers in Clerical Induction Training. During the week of 18 December there were 39 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 24 people for the week of 18 December.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 18 December were as follows:

	Tested	Qualified
Shorthand	2	0
Typewriting	8	5

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 20 December were as follows:

	Tested	Qualified
Shorthand	5	1
Typewriting	11	1

5. Holiday Leave. It was possible to grant leave to all of the Clerical Training staff members who requested it during this holiday period. Clerical Refresher classes ended on 14 December; Clerical Orientation was cancelled during the weeks of Christmas and New Year's and only the skill subjects of shorthand and typewriting were taught in Clerical Induction so it was possible to conduct classes and keep the office staffed with only a limited number of persons on duty. Complete training programs will be resumed in all three of the Clerical Training sections on 7 January 1957.

6. IBM Proficiency Training on the Executive Typewriter. The response to the IBM proficiency training on the Executive typewriter was unusually good. The training sessions, which

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were originally scheduled for only 17 December, were extended to include 18 December. A total of six sessions were conducted by Miss Margaret Duane, Educational Representative from the IBM company. The company provided eleven Executive typewriters for training purposes so that each trainee was able to work at the machine during the instruction period. The original registration for the six sessions totaled 66 persons. Office work loads made it necessary for some to cancel attendance but a total of 49* employees did attend the special course. The following Offices were represented:

<u>DDP</u>	<u>DDS</u>	<u>DDI</u>
WE 2	Security 3	OCI 2
CI 7	Comptroller 5	ORR 5
FE 1	OTR 5	OSI 2
PP 2	Medical 1	OCR 1
SR 1	Personnel 3	
FI 5		
PPC 1		

*The discrepancy in numbers listed in the columns above and the total quoted is because some Offices when registering trainees at the last minute gave the individual's name but failed to give Office identification.

It is to be noted that members of the Clerical Training staff were able to attend the IBM proficiency program and confer with Miss Duane concerning special teaching methods she employed when instructing in the use of this machine. Mrs. [redacted] Instructor in Clerical Refresher Training, was responsible for the planning of the program; she did a fine job of scheduling the training sessions and working with the IBM company.

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7. Instructor Completes Intelligence Orientation. Miss [redacted], Instructor, Clerical Induction Training, completed the Communism portion of Intelligence Orientation on 21 December 1956.

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OTR/CT:MAH:jdm (27 December 1956)

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